



STATE OF WASHINGTON

MILITARY DEPARTMENT EMERGENCY MANAGEMENT DIVISION

*MS: TA-20 Building 20
Camp Murray, Washington 98430-5122
Phone: (253) 512-7000 • FAX: (253) 512-7200
Website: <http://www.wa.gov/wsem/>*

SANDBAG BULK DISTRIBUTION/STORAGE AND EMERGENCY USAGE PROCEDURE

I. General

Jurisdictions (incorporated towns and cities, counties, and state agencies) are expected to maintain a supply of sandbags adequate to cover anticipated emergencies for their jurisdiction.

To facilitate rapid emergency supplemental sandbag assistance to jurisdictions, the Emergency Management Division (EMD) maintains a stockpile of sandbags positioned in various storage locations around the state to augment the stocks of jurisdictions during flood emergency situations.

The EMD relies on various jurisdictions to provide adequate storage facilities for stockpiled sandbags and to take responsibility to ensure the sandbags are protected and used in accordance with these Sandbag procedures.

II. Purpose

- A. This document defines an adequate supply of sandbags, and describes the requirement for jurisdictions to acquire and maintain an adequate supply of sandbags for emergency use.
- B. It describes that bags provided by EMD are supplemental to local or state agency-owned sandbags and that federally-owned sandbags are supplementary to local and state agency-owned sandbags.
- C. This document also describes the process jurisdictions must use to obtain supplemental sandbags from EMD stocks.

III. Responsibilities

- A. It is the responsibility of jurisdictions to maintain supplies of sandbags adequate to cover anticipated emergencies.
- B. It is the responsibility of EMD to maintain a stockpile of sandbags in various locations

- throughout the state.
- C. It is the responsibility of a jurisdiction to acquire and maintain an adequate supply of sandbags for emergency use.

IV. Procedures

- A. Requests for sandbags from a local jurisdiction should come through the local jurisdiction's emergency management agency to EMD.
- B. Requests for sandbags from state agencies should come through that agency's Liaison Officer to EMD.
- C. See Enclosure 1 - *Adequate Supply of Sandbags* for a discussion of what constitutes an *adequate supply* of sandbags for a jurisdiction and how that number is determined.

V. Administration

- A. Requests by jurisdictions for sandbags will be honored only during times of flood emergency affecting that jurisdiction.
- B. EMD-owned sandbags are supplemental to jurisdiction efforts.
- C. Federally-owned sandbags are supplemental to local and state efforts.
- D. If an adequate supply of jurisdiction-owned sandbags on hand prior to the event has been exhausted (or its exhaustion is imminent) in the current flood emergency, there will be no charge for any state sandbags provided.
- E. Conversely, if an adequate supply was not on hand, then any state sandbags provided will be provided to the jurisdiction at our cost per bag, including transportation costs, if any.
- F. On a case-by-case basis at the discretion of the EMD Director, bags from EMD stockpile locations may be loaned to meet specific jurisdiction flood emergency situations. At the conclusion of the emergency, any unused stocks of bags must be immediately returned to EMD stockpile locations.
- G. Requesting jurisdictions should be prepared to provide transportation and personnel to pick up the sandbags. Again, on a case-by-case basis at the discretion of the Director, EMD may arrange for transportation of requested sandbags.
- H. State or federally-owned sandbags cannot be used to replenish a local jurisdiction's or state agency's supply.

Dec. 5, 2000

/ Signed /
Glen L. Woodbury

Director